
OVERVIEW

The DHS-442, Permanent Ward Service Plan (PWSP), format must be used in the development of services for all abuse/neglect children and youth for whom the department is responsible and who have been committed to the court of jurisdiction or the Michigan Department of Health and Human Services. Caseworkers must address all items in this format unless otherwise noted.

**IDENTIFYING
INFORMATION****Report Date**

The report date is system generated and is the date the caseworker routes the service plan to the supervisor for approval.

Report Period

The report period is system generated and must be no more than 90 calendar days.

**Case Service Plan
Type**

Indicate whether the case service plan is the:

- Permanent Ward Service Plan.
- YAVFC - Initial Permanent Ward Service Plan.
- YAVFC - Permanent Ward Service Plan.

See [FOM 722-08C, Young Adult Voluntary Foster Care \(YAVFC\) Service Plan](#), for instructions on completion of the YAVFC - Initial PWSP and YAVFC - PWSP.

Child(ren)/Youth

Identify each child's name, date of birth, and tribal affiliation.

LEGAL

Identify the following:

- Child name.
- Legal status.
- Adjudication type.
 - Abuse/neglect.
 - Delinquent.

- Judge or referee.
- Court jurisdiction.
- Court docket.
- Next court date.
- Removal date.
- Date caregiver provided notice of hearing.
- Petition date.
- Petition type.
- Hearing date.
- Hearing outcome.
- Order date.
- Order type.

REASONABLE EFFORTS

Agency Efforts

The caseworker must describe agency efforts to place the child in a permanent placement in a timely manner, including efforts to engage current caregivers in discussions regarding providing permanency for the child.

If the child's current placement is unable to provide permanency, the caseworker must describe:

- Efforts to identify a permanent caregiver.
- Efforts to identify a supportive adult for youth with a permanency planning goal of another planned permanent living arrangement (APPLA).
- Efforts to establish or maintain a relationship with the identified permanent caregiver or supportive adult through visitation, phone calls, letter writing, or other methods until permanency can be achieved.

For children who are or who may be Indian children, active efforts are required; see [NAA 205, Indian Child Welfare Case Management](#).

Services Not Provided

If services were not provided, the caseworker must explain the reasons why services were not provided.

SOCIAL WORK CONTACTS

The caseworker must indicate the following for each social work contact:

- Contact date.
- Contact time.
- Contact type.
- Contact location.
- Scheduled.
- Contact occurred.
- Persons contacted.
- Contact details.

The caseworker must provide a **brief** narrative summary of the information covered during the contact.

Face-to-Face Contacts

The caseworker must document the following face-to-face contacts in social work contacts and link the contact to the case service plan regardless of whether the assigned caseworker was involved in the contact:

- Parent/caseworker contacts.
- Child/caseworker contacts.
- Caregiver/caseworker contacts.
- Home visits.
- Sibling visit.
- Visits with other family members.
- Family team meetings (FTM).

For more information on social work contacts, see [FOM 722-06H, Case Contacts](#).

Linked Contacts

The caseworker must link the following types of contacts to the appropriate visitation plan in MiSACWIS, regardless of the contact method; see [FOM 722-08F, Visitation Plans](#):

- Parent/child contacts.
- Sibling contacts.
- Relative/child contacts.

**CHILD
INFORMATION****Physical
Description**

For each child included in the case service plan, the caseworker must document:

- Child's name.
- Physical description.
 - Gender.
 - Height.
 - Weight.
 - Race.
 - Hair color.
 - Eye color.

**Distinctive
Characteristics**

For each child included in the case service plan, the caseworker must describe the child's distinctive characteristics, which may include but are not limited to:

- Hair length, texture, and style.
- Glasses.
- Birthmarks.
- Complexion.
- Scars.
- Piercings.
- Tattoos.

Note: All individuals have distinctive characteristics. A statement indicating that a child has no distinctive characteristics does not meet the requirements for this section.

Religion

For each child included in the case service plan, the caseworker must document and describe the child's religious identity, including:

- Whether the child has identified specific religious preferences or practices.
- The child's history of participation in religious practices and desired attendance requirements.

**Child Engagement
and Perception of
Circumstances**

- Description of any special dietary requirements, grooming, dress, or makeup requirements for the child in placement.

The caseworker must request information from the following individuals prior to completing the Child Assessment of Needs and Strengths (CANS) and social history; see [FOM 722-09, Child Assessment of Needs and Strengths](#):

- Current caregiver.
- Child, when appropriate.
- Service providers.
 - Education providers.
 - Medical providers.
 - Mental health providers.
 - Any other professionals familiar with the child.
- Identified relatives engaged in the case planning process.

The caseworker must document the child's perceptions of the current circumstances, including:

- Reaction and feelings regarding the abuse or neglect that led to placement.
- Reaction and feelings regarding past trauma or trauma reminders.
- Risk and development of a plan to ensure physical safety.
- Likelihood of being able to problem solve and overcome adversity.
- Feelings and observations about current placement.
- Services, supports, resources, or interventions the child feels would be beneficial.
- Views of needs and strengths, if developmentally age appropriate.
- Medical and dental needs.
- Mental health needs.

- Educational needs.
- Participation in extracurricular and cultural activities, hobbies, likes, and dislikes.
- Relationships with siblings and relatives, if applicable.
- How the child's permanency plan was shared with the child and the child's feelings about the plan.

PERMANENCY PLANNING

Permanency Goals

For each child included in the case service plan, the caseworker must document the child's permanency goal and goal established date.

Efforts and Barriers to Permanency

For each child included in the case service plan, the caseworker must describe efforts towards and barriers to the achievement of the identified permanency goal. The caseworker must:

- Indicate if the current caregiver is willing to provide permanency for the child.
- If the current caregiver is not willing to provide permanency, describe activities to identify a permanent caregiver.
- Describe activities to support the ongoing relationship with the identified permanent caregiver or supportive adult.

Reunification, Adoption, and Guardianship

The caseworker must describe efforts made to achieve permanency through reunification, adoption, and guardianship. Include the compelling reasons why each of the respective permanency plans is not in the best interest of the child.

Describe the reasons why the identified permanency planning goal is in the child's best interest.

**FOSTER CARE
REVIEW BOARD**

If a case review was completed by the Foster Care Review Board, the caseworker must include the following in the case service plan:

- Date of the review.
- Whether the Foster Care Review Board recommendations were included in the treatment plan.
- If recommendations are not included in the treatment plan, specify which recommendations were not included and why.

PLACEMENT

The caseworker must document the following for all placements since entering care for each child included in the case service plan:

- Provider name.
- Living arrangement.
- Begin date of each placement.
- End date of each placement.

Placement Details

If the child changed placements during the report period, summarize:

- The reason for the placement change.
- Efforts made to prevent the placement change.
- Supports provided to the current caregiver to support placement stability.
- Whether the placement change was planned to meet the child's permanency goal.
- For Indian children, include the foster care placement preference from [NAA 215, Placement Priorities for Indian Children](#).

**Anticipated Next
Placement**

The caseworker must specify the anticipated next placement type and anticipated date of achievement.

**Best Interest of
Child's Placement**

For each child included in the case service plan, the caseworker must describe:

- The caregiver's willingness and capacity to meet the specified needs of the child.
- Efforts made to inform and educate the caregiver about the child's specific needs and trauma history.
- Why the current placement is in the child's best interest.
- Whether the current placement is willing to provide permanency for the child.
- The needs identified by the caregiver and plan for addressing the identified needs.

Children Placed in a Qualified Residential Treatment Program

For a child placed in a qualified residential treatment program (QRTP), the caseworker must document that placement in a QRTP:

- Provides the most effective and appropriate level of care for the child in the least-restrictive environment possible based on the child's needs.
- Is consistent with the short- and long-term goals for the child, including the child's permanency goal.
- Has been approved by the court, both initially and for continued placement.

**Child's Adjustment
to Placement**

The caseworker must describe the child's adjustment to the current placement, including:

- Current eating and sleeping patterns.
- Response to current caregiver's daily routines.
- Bonding with household members.

Safety Concerns

The caseworker must describe any safety concerns and how they are being addressed.

- For infants 0-12 months of age, describe actions taken to educate and ensure safe sleep practices are implemented.
- Document any changes in the placement household.
 - Include results of central registry and criminal history checks if new adults are living in the home.
 - Include assessment of investigations if applicable.
- Document any Children's Protective Services (CPS) complaints regarding the caregiver, omitting any information about the CPS referral source.
- Document any foster home licensing complaints. Include corrective action plans implemented because of the complaint.
- Document behaviorally based safety plans developed with the family that address:
 - Identified immediate risk issues.
 - Each member's role in the plan.
 - Any specific safety concerns identified by the caregiver.
 - How the safety plans in place will address the caregiver's safety concerns.

Residential Care

For children in residential placement, the caseworker must:

- Describe the reasons for residential placement.
- Identify the plan for services that will allow the child to be placed in a less restrictive setting.
- Document the Wraparound or Assisted Care efforts that were made to prevent the placement. If there were no services provided, explain why.

Caregiver Needs

For each child included in the case service plan, the caseworker must describe:

- The caregiver's and family's adjustment to the child's placement.
- Efforts made to engage the caregiver in case planning, including engagement in concurrent planning, safety planning, visitation planning, and reunification efforts, if applicable.

Caregiver Input

The caseworker must summarize caregiver feedback about each child included in the case service plan. If a written statement from the caregiver is available, the written statement must be uploaded to MiSACWIS and copies must be attached to the case service plan prior to distribution.

For each child included in the case service plan, the caseworker must document:

- The date the child's Medicaid card, Medicaid number, and DHS-3726, Consent to Emergency Treatment card, were given to the caregiver.
- How the permanency plan for the child was shared with the caregiver and the caregiver's comments regarding the permanency plan.
- How the caregiver is encouraging normalcy through the prudent parent standard; see [FOM 722-11, Prudent Parent Standard and Delegation of Parental Consent](#).
- When the notice of hearing was provided to the caregiver.

PLACEMENT RESOURCES

Siblings Placed Apart

Whenever siblings in out-of-home care are placed apart, the caseworker must document the following in each case service plan until all siblings in out-of-home care are in the same placement:

- Reason for sibling split, as outlined in [FOM 722-03, Placement Selection and Standards](#).
- Explanation for sibling split.

- Date the second line supervisor approved the sibling split.
- Ongoing efforts made during the report period to place separated siblings within the same home.

Relative Search and Engagement

Caseworkers must document ongoing efforts towards identification, notification, and engagement of relatives in each case service plan; see [FOM 722-03B, Relative Engagement and Placement](#).

Describe Efforts Made to Place the Child with the Family

In each case service plan, the caseworker must describe initial and ongoing efforts to locate maternal and paternal relatives, including:

- Dates and types of searches conducted to identify relatives.
- Names of identified relatives.
- Attempts to contact each identified relative, including:
 - Date and method of attempted contact.
 - Any response received from the relative.
 - Any additional relatives identified by the relative.
 - The relative's expressed interest in providing support or having contact with the child and family.
 - The relative's desire to be considered as a temporary or permanent placement.

Decision and Rationale for Relative Care Placement

If any child included in the case service plan is placed with a relative, the caseworker must document the following in the case service plan:

- If the relative is pursuing foster care licensing, document progress made toward achieving licensure.
- If a waiver to forgo licensure is being pursued, document reason and approval or denial date, if applicable.

Describe Efforts to Engage Identified Relatives

The caseworker must document ongoing engagement efforts and follow up activities with identified relatives, including but not limited to:

- Inviting relatives to participate in FTMs.
- Efforts to maintain contact between the child and identified relatives.

Identified Relatives

In each case service plan, the caseworker must document all identified relatives, children concerning, type of effort made, and response date in the appropriate columns.

MEDICAL

The caseworker must document all medical, dental, developmental, and mental health conditions, appointments, services, and treatment for each child included in the case service plan; see [FOM 801-01, Health Requirements](#).

**Health Services
Summary**

For each child included in the case service plan, the caseworker must document the following for all medical, dental, developmental, and mental health appointments:

- Category.
- Type.
- Date of service.
- Provider name, address, phone number, and fax number.
- Outcome and findings.
- Describe any follow up appointments if needed.
- Unkept appointment, if applicable.
 - Reason for the missed appointment.
 - Unkept appointment comments.

**Immunization
Information**

For each child included in the case service plan, the caseworker must document the child's immunization status, including:

- Status of immunizations.
- Reason.
- Explanation.

Active Medication

For each child included in the case service plan, the caseworker must document the child's active medications, including:

- Medication type.
- Medication family.
- Name of medication.
- Provider name, address, phone number, and fax number.
- Dosage.
- Start date.

For psychotropic medications, the caseworker must also document:

- Date of consent.
 - Requested of:
 - Explain consent or refusal.

EDUCATION

For each child included in the case service plan, the foster care worker must document the following educational information; see [FOM 723, Educational Services](#).

Education Details

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must document the child's:

- Current school.
- Current school address.
- Current grade level.

Educational Continuity

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must describe reasonable efforts to ensure continuity of the child's educational experience and address considered factors.

At the initial placement or any placement change, the narrative must include the following:

- How the appropriateness of the current educational setting and the proximity to the school of origin was taken into consideration in selecting the child's placement.

- The reason for maintaining the child in the same school or changing schools, including:
 - The factors used to determine the preferred school, such as transportation, distance from the child's placement, involvement in extracurricular activities, or other factors.
 - Input from the parent or legal guardian, education liaison, and the child that was used to determine the preferred school.
- Discussion of the transportation plan.
- If the child changed schools, note the number of schools the child has attended.
- Verification the child was enrolled in and attending school full time within five business days of initial placement or any placement change, including while placed in child caring institutions or emergency placements.
- Verification the prior educational assessments were requested within 30 calendar days of foster care placement and considered when determining the current educational needs of the child.
- Verification from the new school that the child's previous school record was received.
- Supports in place to ensure the stability of the educational plan.

Academic Performance

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must describe the child's academic performance. The caseworker must include the following information:

- Specify if the child attends school regularly and if there are frequent absences or tardiness. Include whether the child is attending school full or part time.
 - If child or youth is incapable of attending school on a full-time basis due to a medical condition, the caseworker must address the incapacity and ensure that the medical

condition is documented in the medical section of the case service plan.

- Specify the child's current academic performance and behaviors in school, including whether the child is passing or failing their grade.
- Include a description of provided services from school, parent, caregiver, and others to meet the child's educational needs.
- For caregivers receiving a determination of care (DOC) supplement based on providing activities for education participation, detail the specifics for school collaboration and the actual tasks involved in the educational interventions required for the child.
- Describe the child's social and emotional adjustment in school.

Special Education Information

For all children and youth participating in an elementary, secondary, or post-secondary education program, the caseworker must document whether the child is eligible for special education services. If the child is eligible, the caseworker must document:

- The child's education certification.
- If an individual education plan (IEP) has been completed.
- If an IEP is in place, the date of the most recent IEP.

VISITATION PLAN

For visitation plan requirements, see [FOM 722-08F, Visitation Plans](#).

FAMILY TEAM MEETING SUMMARY

For any FTMs held during the report period, the caseworker must document the following in the case service plan:

- Date of FTM.
- Type of FTM.
- Children concerning.
- Status.
- Cancelled reason, if applicable.
- Safety planning.

Safety Planning

- Summary and action steps.

If any safety concerns were discussed during the FTM, the caseworker must:

- Summarize safety concerns identified by the parent or team.
- Document the behaviorally based safety plans developed with the family that address immediate risk and safety issues and each member's role in that plan, including:
 - What will be done to prevent the harmful behavior from occurring and reduce the immediate risk.
 - What will happen if the behavior or actions occur despite having taken proactive steps to prevent the harmful behavior.

**Summary and
Action Steps**

For each FTM during the report period, the caseworker must summarize the discussion and outcome of the meeting, including:

- Action steps.
- Persons responsible for each action step.
- Deadline for each action step.

**INDIAN CHILD
WELFARE ACT
(ICWA)****Tribal Information
and ICWA Details**

If the child has been identified as an Indian child, the caseworker must include the following information in the case service plan, as applicable:

- Date notified of possible tribal affiliation.
- Tribe type, name, address, and phone number.
- Tribal verification inquiry date.
- Tribal verification date.
- Tribal verification type.
- Person who provided tribal verification.
- Tribal membership status.

- Tribal status start date.
- Tribal status end date.
- Tribal membership enrollment number.
- Date of tribal acceptance of child.
- Date of physical transfer of child to the tribe.
- State court denied transfer to tribal jurisdiction.
 - If yes, include good cause reason for denial.
- Additional comments, if applicable.
- ICWA child's biological mother reported herself as adopted and identified her biological mother.
 - If yes, biological maternal grandmother's name.

Active Efforts

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- Indicate active efforts to gather tribal membership/citizenship, enrollment, or eligibility information.
- Were active efforts taken to reunify the American Indian/Alaska Native child with the American Indian/Alaska Native family?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
 - If no, explain.
- Were active efforts taken to prevent the termination of parental rights to the American Indian/Alaska Native child?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
 - If no, explain.
- Were active efforts made to match the American Indian/Alaska Native child with an American Indian/Alaska Native adoptive parents?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
- If no, explain.

**Placement
Preference**

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- ICWA placement priority.
- Tribal approval of the placement.
- Tribal approval date, if applicable.
- Indicate cultural appropriateness of the placement. If tribal approval was not received for the placement, provide explanation.
- For Indian children, indicate if the child's placement follows the ICWA placement preferences. If not, specify reasons.
- For Indian children, indicate if MDHHS made recommendations to the court regarding good cause to the contrary for not following ICWA placement priorities or tribal requests. If good cause to the contrary recommendations were made, cite reasons.
- What placement preference did the American Indian youth, 12 years or older, indicate as their choice for the permanency plan. Include engagement process and intervals of discussions to obtain youth preference.

Tribal Involvement

For any child identified as an Indian child, the caseworker must document the following in all case service plans:

- Initial tribal interest/involvement date.
- Interest/involvement details.
- Indicate if qualified expert witness (QEW) testimony was provided and provide name of witness.
- What decisions or recommendations were made on the case by the child's tribe? Include engagement process and intervals of discussions to obtain tribe's preferences.

**RECOMMENDATION
TO COURT**

The caseworker must include any court orders requested for compliance with the service plan. If applicable, the caseworker may also request that the court order non-parent adults to participate in and comply with the service plan.

For each child under court jurisdiction, the caseworker must include the following in the recommendation to the court:

- The child's recommended permanency goal.
- Whether the child should remain in out-of-home placement, under the supervision of the court, as appropriate, or as a state ward.
 - If the child should remain in out-of-home placement, describe why it is not in the child's best interest to be placed for adoption or placed within the relative or kinship network.

**TREATMENT PLAN
AND SERVICE
AGREEMENT**

The DHS-442a, Permanent Ward Treatment Plan, must be updated each time a service plan is completed; see [FOM 722-08D, Treatment Plans](#).

**LEGAL
Federal**

Public Law 115-123, Family First Prevention Services Act of 2018 (H.R. 1892)

Public Law 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

Social Security Act, 42 USC 671(a)(19)

Social Security Act, 42 USC 675(1)

Social Security Act, 42 USC 675(5)

45 CFR § 1356.21(g)

State

Probate Code, 1939 PA 288, as amended, MCL 712A.18f

Probate Code, 1939 PA 288, as amended, MCL 712A.19a(14)

Licensing Rule

Mich Admin Code R400.12404

Mich Admin Code R400.12418

Mich Admin Code R400.12419

Mich Admin Code R400.12420

POLICY CONTACT

Questions about this item may be directed to the [Child Welfare Policy Mailbox](#).